

Gold Key Service Austria Application Questionnaire

Embassy of the United States of America
Boltzmanngasse 16, A-1091 Vienna
Tel. (43 1) 313-39-2297, Fax: (43 1) 310-6917
Email: office.vienna@mail.doc.gov
Web: www.buyusa.gov/austria



Tell us about your company	
Name of your company	
Company address	
City, state, zip	
Name of company representative planning to visit	
Position of the person planning to visit (sales manager, export manager, vice president, etc.)	
Telephone	fax
email	
website url	
Business activity	
Number of employees	
Year established	
Annual sales (approximately)	

Tell us about your products
Product description – please include information about the end-use of the product!
Are special actions necessary (licensing, registration)?
Who are your main competitors?

What kind of business partner would you like to find?
Minimum size (employees, turnover, etc.)
Industry, activity – what other products would you expect this company to sell? should it be an agent, wholesaler, retailer, end-user?
Are there specific companies you would like us to contact? companies you would like us to avoid?
What else should this company be able to do? (repair work, warehousing, etc.)
Many Austrian companies sell to Eastern Europe – which countries in addition to Austria would you like to be served?

Your company's history in this market
Is or was your company represented in Austria?
If yes, briefly explain - how should the former/current distributor be handled?

About your visit
Dates of planned visit (please provide a range)
Address in Austria (if known)
Telephone and fax in Austria (if known)
What is your objective for this visit?

Additional Services	
I would like to use the Embassy meeting room	
Please reserve a room for me at a 5-star hotel at the Embassy rate	
Please arrange for a rental car, or car and driver	
I would like to purchase advertising in the local press	
Please send me your visitor's package	
Other service requests...	

Please contact me to confirm the dates of my Gold Key Service! I am aware of the terms and conditions of participation as shown below. The Gold Key Service can begin on receipt by the Commercial Service Vienna of this application accompanied by appropriate company and product information. Unless otherwise agreed, please send 20 copies of your company and product literature to the address at the top of the first page of this form.

- ☐ Please charge \$_____ to my credit card (American Express, Discover, MasterCard, Visa):

Name of signing party: _____

Name of card: _____

Card number: _____

Expiration date: _____

- ☐ I am interested in a multi-stop Gold Key and would like information about the Gold Key program in:

☐ Czech Republic

☐ Slovak Republic

☐ Slovenia

☐ Croatia

☐ Italy

☐ Switzerland

☐ Germany

☐ Poland

☐ Bulgaria

☐ Romania

☐ Other _____

Date

Signature

TERMS AND CONDITIONS

The Gold Key Service is designed for U.S. business visitors who would like to meet personally with Austrian government entities, organizations, agents, distributors, licensees, or end-users. Our office assists by contacting the people you want to talk with, providing them with company and product information that you supply, and arranging suitable appointments. The following terms and conditions apply:

Fee for first day of appointments: \$770

Additional day(s): \$385

Credit Card payment: Visa, MasterCard, American Express, Discover

Prepayment: full

Advance notice required: 5 weeks

Tip: Be sure to take advantage of special discounted hotel rates offered under U.S. Embassy contracts!

Additional services: Office space, including telephone, PC with unlimited internet access, photocopier, etc. can be provided. A rental fee of \$20/hour will be charged plus actual costs of telephone, etc. Our office can also arrange for interpretation, transportation, and accommodation with local providers. If you request the presence of a member of our staff at your meetings, you would be responsible for travel expenses incurred in travel to cities outside the Vienna area.

The Gold Key Service is initiated on the receipt of payment and only after confirmation of a reasonable market potential for your product/service and approval of the proposed dates by the Commercial Service Vienna. All information contained in this questionnaire and in follow-up reports will remain confidential unless otherwise directed by you.